

SECRET

OD M-5

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File

Items for Discussion on Personnel Office Reorganization

1. Selection of appropriate titles for the office chief and assistant chief. The following alternative titles are mentioned:

- a. Deputy Director for Personnel  
Assistant Deputy Director for Personnel
- b. Assistant Director for Personnel  
Deputy Assistant Director for Personnel
- c. Director of Personnel  
Deputy Director of Personnel

Take this

2. Table of Organization Procedure; who will sign T/O requests to signify final administrative approval?

Alternatives are:

~~Head of Personnel~~  
DD/A T/O's - O&M to Coordinate -  
~~DDO~~ must refer to DDCI if  
any non-concurrence

3. Revision of general delegations of authority, covering:

- a. Personnel procurement
- b. Appointment
- c. Classification and wage administration
- d. Promotion
- e. Reassignment
- f. Separation, including suspension
- g. Allowances and overseas differentials
- h. Personnel contracting
- i. Dual compensation
- j. Use of personnel of other Federal Agencies (CFR 7,3)
- k. Supergrade procedure
- l. Administration of provisions of Executive Order 10450.
- m. Employment Review Board procedure
- n. Tuition for dependents of overseas employees
- o. Employee suggestions (efficiency) awards
- p. Authorization for attendance at international conferences  
(Reg. No.  )

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4. Personnel ceiling control functions -

5. Selection of Junior Officer Trainees

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No Change in Class.  25X1A  
 Class. Standard  
Class. Changed To: TS S C  
Auth: HQ 70-2

- Psychological services, including test administration and assessment.
- Honor awards program + ~~Clarification~~
- Revision of DD/A Charter to eliminate responsibility for all administrative support.
- Clarification of policy concerning approval and authentication of personnel regulatory material and other issuances.

✓ Dr. AOP Chairman CSB  
Mark [ ] a member

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- 11. appointment of Consultant
- 12. Contact people at 16, 17, + 18 salary
- 13. liaison w/ Asst Sec Def  
Personnel + Resources

